



## IC Memorandum 13-36

**To:** KEHP Insurance Coordinators (ICs)  
**From:** Department of Employee Insurance (DEI)  
**Re:** New Hires  
**Date:** November 25, 2013

The new hire enrollment issue in KHRIS has been resolved. ICs can now resume entering new hire elections into KHRIS. If you are entering a 2013 new hire election, you still have to send in a 2014 election to us for processing; if not, the member will be put in the default plan for 2014.

The new hire function in ESS has not been reactivated so members cannot complete their new hire elections online. We will send another notification once that is reactivated.

